



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

July 1989

GROUNDS SUPERVISOR

DEFINITION

Under direction, to organize, coordinate, assign and inspect the work of crews of groundskeepers, custodians and grounds maintenance workers responsible for the repair and maintenance of school grounds, landscaped areas, athletic, and playground areas; to oversee the performance of a variety of skilled groundskeeping and equipment operation work; and to perform other job related work as required.

EXAMPLES OF DUTIES

Organizes, coordinates, assigns and inspects the work of District groundskeepers, floor crews and maintenance workers; assigns work schedules and maintains records of work performed; trains and instructs new staff; estimates costs and needed materials to meet District requirements; consults with other District staff and management to set and monitor priorities for work completion; requisitions materials and supplies; works with outside contractors to secure most economical and appropriate bids for contracted work; maintains a variety of records and prepares routine reports; assists in supervision and evaluation of staff; assists in grounds budget preparation and control activities; assists in formulating the maintenance and upkeep program for District grounds and landscaped areas; oversees major grounds maintenance and repair projects; inspects and evaluates work and takes necessary action to achieve needed improvements; oversees the planting of lawns, shrubs, hedges, trees and flower beds; oversees the fertilizing of lawns, pruning shrubs, hedges and trees; oversees the weed abatement and plant and animal pest eradication programs; oversees the adjustment and repair of sprinkler systems; coordinates the repair and maintenance of gardening equipment; performs or demonstrates all of the duties assigned to subordinate staff.

SPECIAL REQUIREMENTS

Possession of a valid State of California, Department of Agriculture, Qualified Applicator Certificate.

Possession of the category of valid California driver's license required to meet performance requirements of the position as determined by the State Department of Motor Vehicles rules.

DESIRABLE QUALIFICATIONS

Knowledge of:

Tools, materials, equipment and standard practices of landscaping, gardening and grounds maintenance;

Planting practices and the care of a wide variety of shrubs, hedges, trees, flowers and lawns;

Knowledge of: (cont'd)

Various types of soil in the area and its proper preparation and fertilization;
Plants adapted to the climate of the area, with particular knowledge of varieties suitable for District landscaped areas;
Plant diseases and insect pests and the approved methods and restricted and unrestricted materials used in controlling and eradicating them;
Principles of supervision and training;
Safe use of chemicals in weed and pest control;
Safe work practices.

Ability to:

Assist in planning and supervising a program of District grounds maintenance;
Train staff in the performance of skilled groundskeeping and equipment operation duties;
Train staff in the use of a variety of the hand and power tools of gardening, custodial and groundskeeping work;
Plan, schedule and supervise the work of others;
Oversee the plant and animal eradication and control programs including safe application of abatement materials;
Oversee the safe operation of a variety of power equipment;
Instruct subordinates in the proper performance of grounds maintenance work;
Read and interpret landscaping plans, sketches or blue prints;
Establish and maintain cooperative working relationships;
Enforce safe work practices;
Read and write at the level required for successful job performance.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledges and skills is qualifying. A typical way to obtain these knowledges and skills would be:
Four years of experience in gardening, grounds maintenance or nursery work, preferably including at least one year in a lead or supervisory capacity.

Education:

Advanced level courses in landscaping, grounds maintenance and related areas is highly desirable.

This position will be paid on the appropriate step of the Classified Management salary schedule:

- Range 177X
- 12 months